

From: Nick Fina

To: SCPD Executive Committee

cc: Jim Miller

John McNeal

Jo Singles

Amber Rivard

Wendy Hudson

Victoria Counihan

Re: Executive Committee Agenda for November 19

The Executive Committee will meet for one hour beginning at 12 noon November 19 at the Division of Public Health Office of Performance Management, Large Training Room Edge Hill Shopping Center.

A note regarding the major agenda item. We have been discussing remote meeting participation within the context of FOIA. I have read the complete FOIA regulations that apply to all public bodies in Delaware and I am in the process of analyzing our overall compliance. There are issues that require our attention. I will send all of you a draft position paper not later than two weeks before the meeting (November 5, the day before I leave for a week-long California vacation). I am inviting our DAG Victoria Counihan and the DSHS FOIA coordinator Wendy Hudson to join us.

Please bring your lunch, if you wish to do so.

TOPIC	DISCUSSION LEADER	TIME SLOT
Review of minutes from September 17 meeting	Nick Fina	12:00-12:05
Review action items from September 17 meeting	Nick Fina	12:05 – 12:10
Ideas for recruiting persons with disabilities	Jim Miller	12:10 – 12:25
FOIA Issues and Recommendations	Nick Fina	12:25 – 12:55
Wrap-up, summary of action items, adjournment	Nick Fina	12:25 – 1:00